



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-045-22

Title: Analyst Trainee

Range/Title Code: P95/55300

Salary: \$45,521.43 - \$47,579.48

Position Number: 656030

Issue Date: May 23, 2022

Closing Date: June 6, 2022

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Legal & External Services,
office of Legislative Affairs

Description:

Under the direction of the Director, Office of Legislative Affairs, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze legislative reports; performs other related work as required.

Examples of work include, but are not limited to, tracking legislation, preparing correspondence, researching education policies, fielding inquiries from other government agencies, and keeping other divisions of the Department informed of pertinent legislation.

Requirements:

Education: Graduation from an accredited college or university with a Bachelor's degree.

Note: Applicants must submit a copy of their final unofficial transcripts, which indicates the date a degree was conferred, and the type of degree conferred. Failure to submit final unofficial transcripts may result in disqualification from consideration.

Advancement: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Administrative Analyst 1. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <https://info.csc.state.nj.us/jobspec/55300.htm>.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including

pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.